G R S App F IX 4]

Previous References

194/
(ML)

File No 100-4/
Serial Nos 1, 2,

Later References

GENERAL AND REVENUE SECRETARIAT

Serial Nos

1

Part B for sept 41

SUBJECT

Write off in respect of the value of certain missing books and materials in the Mal High School, Hulemandapam

To,
The D C's of Districts
R 7154 - 55 dt 11.2.41

Invites attention by means of a circular to the rules of correspondence by the Mal High Schools was laid down in G O No R 3530-47/RL47-3-26 dt 16 11 34 and issues of instructions certain

Mrs
L 5 10 41

Write-off in respect of the value of certain missing books and materials in the municipal High School Holenarasipur

General and Revenue Secretariat | In File No 2561/2 of 1941/42 | [App F III—2

Serial No	
	Letter No A O R 42/39 40 Dated the 27th October 41 from the D C Hassan Dt, requesting in the circumstances stated sanction to the resolution of the Managing Committee Hole-Narsipur Mal High School, in the matter of writing off of certain materials of missing books from the Stock Register
	1) Since the Education Branch may perhaps be consulted in the matter, in the first instance
	14/11/41 2) The Cost of the Books and the Library rules, if any, are not enclosed The proposals may however be rd
	3) This will, if approved, be sent 14/11/41 with to the Director of Public Instruction for favour of remarks, in the first instance
	Law Secy 15/XI/41
	WO no 292 of 21/11/41 4) Hm 21/11/41.
	5) Forwarded with compliments officially to the Director of Public Instruction for favour of remarks and early return By order J R Ananthanarayana Asst Secy to Govt 24/11/41 Law Dept

SECY LAW DEPT
15 NOV 1941
GOVT OF MYSORE

NOTE—Contn Sheet

WD 04155—GPB—55 000—23 10-41

Write-off in respect of the value of certain missing books and materials in the Municipal High School at Holenarasipur

File No | of 194 | General and Revenue Secretariat

Serial No

U O No P S 35 of 41-42 Dated 17th December '41
18 DEC 1941

6) Returned with compliments

Before dealing with the specific points raised in the letter of the Deputy Commissioner, Hassan, regarding the writing off of the cost of these 17 books, I desire to point out that under the rules for the management of Municipal High Schools (Government Order No L 3530-47/M1.47-34-25 dated 15th February 1935) it is, in my opinion, incorrect for the Deputy Commissioner to refer this matter directly to Government As Government may be unofficially aware, there have been in the last few years a number of cases in which the rules regarding correspondence about Municipal High Schools have not been carried out. The rules lay down that in all matters connected with the management of Municipal High Schools a reference is to be made to the concerned Deputy Director, who is the direct-charge officer of such schools, and in whose office alone the necessary information to enable the Director to arrive at a decision is available Quite a number of Deputy Commissioners happen to be my old students, and several of them have personally spoken to me about the matter Apparently they feel that Deputy Commissioners should not correspond with my Deputy Directors, but only with me I have pointed out to them that under the rules there is no

SEC
18 DEC 1941
GOVT OF MYSORE

Write-off in respect of the value of certain missing books and materials in the Municipal High School at Holenarasipur (2

Serial No

no necessity in my opinion for a Deputy Commissioner, who is the Chairman of the Committee of Management of a Municipal High School, to issue a letter to either of my Deputy Directors The Secretaries to these committees are usually either the Sub-Division Officer or the Amildar, and if a Deputy Commissioner feels any delicacy in signing a letter to a Deputy Director, the letter can be issued by direction and signed by the Secretary I have pointed out to quite a number of Deputy Commissioners that if they write directly to me in breach of the rule which Government have laid down, it only makes extra work in my office, and ultimately takes twice as long to deal with the matter, because my first action is to refer the question back to the Deputy Director, who alone can give me the necessary information

7) The recommendation of the committee of management that the cost of these 17 books should be written off is not in my opinion one which should be agreed to, and no such write off would be permitted in any Government institution In his inspection report of the Holenarasipur Municipal High School for the year 1939-40, the Deputy Director of Public Instruction, Mysore mentioned this question and wrote as follows -

"Seventeen books were reported to be irrecoverable from the students from a long time The cost of these books should be recovered from those concerned

NOTE—Contn Sheet

WD 0284—GPB—30 000—13 8 37

Write-off in respect of the value of certain missing books and materials in the Municipal High School at Holenarasipur

File No of 193 | General and Revenue Secretariat

concerned for not taking prompt action for the recovery of books in time as per rules "

8) In the letter from the Deputy Commissioner, Hassan, it is stated that the 17 books could not be recovered, inspite of necessary action having been taken, and an allusion is made to Report No 407 dated 11th April 1941 from the Headmaster of the Municipal High School, Holenarasipur, submitting the application of Mr H Ramachandra Rao, the Librarian, that he should not be held liable for the cost of the books This explanation of the Librarian is not found in the file sent to me, and without seeing it I am not prepared to accept any librarian's statement that he made all possible efforts to recover the books

9) Before I became the Director of Public Instruction, library books were apparently written off in hundreds without the cost being recovered from anybody, and from the number of cases which I dealt with personnally between 1937 and 1939 I can only infer that thousands of rupees have been written off in the past 20 years in the department, which in my opinion should not have been allowed to be written off Since I became Director, no librarian or headmaster of an institution has been allowed to get away with a write off of this kind, and now atleast in the department proper

Write-off in respect of the value of Certain missing books and materials in the municipal High School Hoskenaravalpura

Serial No

proper care is exercised both by librarians and headmasters, and illegitimate write-offs no longer occur If a headmaster now issues a transfer certificate to a pupil and it is subsequently found that the pupil has not returned library books to the school, the cost of these books is now automatically recovered from the headmaster's next pay, and he can then, if he wishes, try to recover the books or their cost from the pupils concerned The Headmaster should, therefore, verify that the pupil does not owe any books to the school before he issues a transfer certificate

(10) Under the rules books are issued to pupils for a fortnight at a time It is the business of every school librarian to check his issue register, and report immediate-ly to the headmaster in cases in which a book has been kept by a pupil longer than the specified period of two weeks If the librarian makes such a report to the headmaster, he is free from all financial responsibility It is the headmaster's business then to inform the pupil that if he does not immediately return the book or pay the cost if he has lost it, the cost of the book will be treated as an unpaid school due and the pupil's name would be removed from the rolls at the end of the month if payment is not made As stated above, no pupil is given a transfer certificate

NOTE—Contn Sheet

WD 0284—GPB—30 000—13 8 37

Write off in respect of the value of certain missing books and materials in the Municipal High School, Holenarasipur

JML File No of 193 | General and Revenue Secretariat

certificate if any library book is in his possession and not returned The effect of the operation of this rule in the last two years has been to save school library funds hundreds of rupees which were previously being written off, and now-a-days cases of this kind have practically ceased to occur

11) In the present case in Holenarasipur Municipal High School, it is not possible for me to offer any opinion on the matter unless a complete report is re-received regarding the dates when these 17 books were issued to the pupils, whether these pupils continued to attend the school after the books were issued to them, and for what length of time they continued to attend the school after the books were issued Knowing what I know of past practice in all schools I suspect that it will be found that in all these cases the pupils were allowed to keep the books for long periods, that the librarian took no action to report the matter to the headmaster, and that the pupils either discontinued attending the school on account of non-payment of fees, or that the Headmaster issued their transfer certifi-cates at the end of the year without finding out whether the pupils had returned the library books or not In all such cases that came to my notice between 1937 and 1939, the cost of the books were recovered either from

Write-off in respect of the value of certain missing books and materials in the municipal High School Holenarasipur (4

General and Revenue Secretariat | File No | of 193 | [App F III—2

Serial No

from the librarian or the headmaster, after the Inspecting Officer had duly fixed the responsibility I see no reason why the Municipal High School, Holenarasipur, should be treated in any different way

12) I suggest, therefore, that the Committee of Management of the Municipal High School, Holenarasipur, should be told that this is a matter which should have been referred in the first instance to the Deputy Director of Public Instruction, Mysore, and that the Head Master may be directed to send the issue register of library books for the period dealing with these 17 books to the Deputy Director of Public Instruction, Mysore for scrutiny and report to me, along with the librarian's explanation as to why he considers he is not financially responsible for the loss of the books

E Q McAlpine 1-12-41
DIRECTOR OF PUBLIC INSTRUCTION

Hm 2 18 12 41

13) If approved, the D C Hassan District will be informed as above His attention will also be drawn to the rules relating to correspondence in this matter Law Secy for 18/12/41

NOTE—Contn Sheet

LAW DEPT 19 DEC 1941 GOVT

WD 0284—GPB—30,000—13 8 37

Write-off in respect of the value of certain missing books and materials in the Municipal High School at Molepolole.

File No 256/1 of 1941-42 — General and Revenue Secretariat

For permanent Secretary (Minister LSG)

Hm 2 19 12 41

OFFICE OF THE MINISTER FOR L S G & P H
Date 18-12-41
No 3725

A circular may be issued to the D C's & Head Masters of the Govt High Schools on the above lines for guidance.

Hm 3/12/41

Hm 2/1/42

M Secretary 11/47-34-25 Flag 'R'

Please see draft accy.

May perhaps time after permanent by the General Secretary

Law Secy) 29/1

SECY LAW DEPT 966 31 DEC 42 GOVT OF BECHUANALAND

24/1/42 29/1

Gen Secy) MC

Hm 2 31/1/42

Write a Book No 11 Pt II for Head Secretary explaining the O/C

31/1/42

Hm 2/2/42

Issue

Hm 2/2/42

2561/L Write-off in respect of the value of certain missing books and materials in the Municipal High School at Hoshangabad (5)

General and Revenue Secretariat | File No 100 of 1941-42 | [App F III—2

Serial No 212

To, The D C's of Dists except Jubbulpore Chhattarpur Khandwa
L 7194-96 Dy 11 2 42
Invites attention by means of a circular to the rules of Correspondence by the Govt High Schools as laid down in G of M No L3530-67/Misl 67-36-25 Dy 16-11-36 and desires that they should be strictly observed

The D C Hoshangabad
L 7199 Dy 11 2 42
Calls for further information re the Write off of the missing books etc in the Govt High School at Hoshangabad

The Dir of P I
L 7200 Dy 11-2 42
Four Copy for information

Circ A 16/2/42

NOTE—Contn Sheet

WD 041 —GIB—50 0 0—2 10 41

File No. of 194

General and [redacted] Secretariat

Serial No.

VI G 7]

GOVERNMENT OF HIS HIGHNESS THE MAHARAJA OF MYSORE

GENERAL AND REVENUE SECRETARIAT

No L 2074, dated the 16/8/ 194 2
( )

To

The Deputy Commissioner
Hassan District
Hassan

SUBJECT

Calling for a report re missing books etc in the Municipal High School Holenarsipur

SIR,

I am directed to invite attention to the marginally noted communication and to request that the Government of His Highness the Maharaja may be informed in the column opposite, ~~of the cause~~ of ~~delay in furnishing a reply~~ and of the approximate date on which reply may be expected

~~I am also to request that the reply to this reminder may be~~ sent not ~~later than the~~

I have, etc,

Secretary to Government,
Department

*No L 7199 dated 11 2 42

REPLY

No AOR 42/39 dated the 27 8 194 2

SECY LAI DEPT. 2 AUG 42 GOVT OF MYSORE

To

The Secretary to the Government of H H the Maharaja of Mysore,
Law Department, Bangalore

Has the honour to state that the connected records have been sent to the Deputy Director of Public Instruction Mysore Dn with this office letter of even no dy 21-8-42, for further action as directed in memo no L 7199 dated 11 2-42

Dy Commissioner
Hasan

Order

Since action has been taken in accordance with the instructions (vide flag X) this case may perhaps be closed

May be closed for the present

*Previous reminder

WD 04162 GPB—5 000—10 10 41

No A O R 42/39-40
Enc one file

OFFICE OF THE DEPUTY COMMISSIONER, HASSAN DISTRICT

Dated Hassan, the 27th October *194* 1

2561

M 100-41-1

FROM

T RAMAIYA, ESQ, BA (HONS),
Deputy Commissioner,
Hassan District

SECY LAW DEPT IN 29 OCT 1941 GOVT OF MYSORE

GEN & REV SECT IT 6 NOV 1941 L S G BRANCH

H V Narayana Rao, Esq , B A , LL B ,
Secretary to the Government of His Highness
the Maharaja of Mysore, Law Department,
B a n ga l o r e

SIR,

Notes of inspection of the Accounts of Hole-Narsipur Municipal High School, by the Assistant Comptroller on 13th Septr 39

In forwarding herewith a copy of letter No 312/M1 A C dated 4th Octr 41, from the Assistant Comptroller, Local Audit Circle, Mysore on the above subject, I have the honor to state that the Managing Committee resolved at their meeting held on 11th May 40 that certain Scout materials referred to in para 10 of the inspection notes (enclosed herewith) which were unserviceable might be written off the accounts Similarly certain Library Books, 17 in number which were issued to the Students could not be secured in spite of necessary action having been taken The Managing Committee resolved at their meeting held on 25th June 41 that the missing books might be written off from the list Extracts of the resolutions in both the cases are appended in the margin for favour of information

1 Managing Committee's meeting dated 11th May 40

x x x

2 Writing off cerfain scout materials from the stock register

Resolution The articles noted in the list furnished by the Head Master may be written off

Sd T Ramaiya,
11-5-40

2 Managing Committee's meeting dated 25th June 41

x x x

I request that sanction of Government may kindly be obtained to the resolutions of the Committee in respect of the above two

3. Report No 407, dated 11th April 41, from the Head Master, submitting the application of Mr. H Rama chendra Rao, Librarian, for reconsideration of the order passed, fixing the liability on him to make good the loss of certain Library Books on the ground that they could not be secured in spite of taking necessary action

Resolution. May be written off

x x x

Sd T Ramaiya,
25/6/41

observations made by the Assistant Comptroller.

I have the honor to be,
Sir,
Your most obedient servant.

Deputy Commissioner,
Hassan District

1 2

Appendix F G—1]

SUBJECT

Section ML

File No 100-C1

Serial No 2

Diary No of letter replied to

No L2194-98

To Circular Memorandum

General and Revenue Secretariat

( )

the *19*

Date of issue 11th Feb 42

Signed by Mr. G. Ramachandra Rao

Govt have observed instances, where Deputy Commissioners, as Presidents of the Managing Committees of Municipal High Schools, have been addressing Govt direct on matters connected with the internal management of the said Schools this procedure is contrary to the instructions laid down by Govt in their order No L 3330-47/ML 47-34-25 dt 16-11-1934 ~~1-2-1936~~ The rules framed with this Go require that in all

List of enclosures

Copied by

Examined by

Matters relating to the Management of Municipal High Schools reference should be made to the Concerned Deputy Director of Public Instruction, in whose office only the necessary information would be available to enable the Director of Public Instruction to arrive at a decision when the question goes before the latter officer

Govt therefore direct that the rules of Correspondence in the behalf should be strictly observed as laid down in the G o referred to above and that the Head Masters of the ML High Schools be suitably instructed to this end by the POs of the respective Managing Committees

B o

Hm
31.14

from
Land Secy

To all the Deputy Commrs of Dts
except Chitaldrug, Dumkur & Kadur Dts

Memo No L 7199/ML ME dt 11th Feb 7-42.

Copy of the foregoing is forwarded dfc to the D C Hassan with reference to his letter No A o R 42/39-40 dt 22 10 1941 As regards the points raised in the said letter, relating to the write off of the value of certain unrecoverable Scout Materials and of 17 Library Books, it is necessary that a Complete Report should be made regarding the dates when the 17 books were issued to the pupils, & whether these pupils

G R S App F G 3

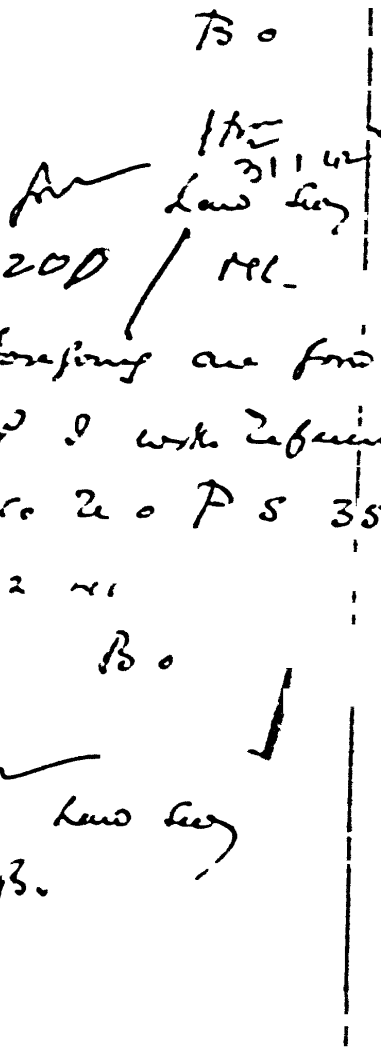
GENERAL AND REVENUE SECRETARIAT

(Continuation sheet draft form)

Continued to attend the school after the books were issued to them & 3 for what length of time the pupils did so attend after the issue of books. The Committee of Management of the All High School, Hosakanakere, may be instructed to draw up a report on the above lines and refer it in the first instance to the D D P I Mysore, together with the Issue Register of the Library Books for the period dealing with the 14 books in question, so that the latter officer might peruse and submit a report to the with his notes D P I along with the explanation of the Librarian showing why he considers he is not financially responsible for the loss of the books in question. In fact, the H.M. Head Master & the Managing Committee

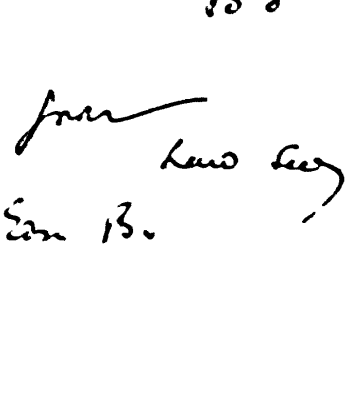
WD 03603—GPB—15 000—8 7-35

Should have followed this procedure
in the first instance only, agreeably
to the provisions of the Act referred
to in the Circular memo. Records accompany further action



Memo No L 7200 / ML — 3 Mar 1964

Copies of the bearings are forwarded
We to the D P O with reference
to the Note No 20 P S 35 of — Para 6 of Note
Nov 2 1963 12 ml



Copies to Mr B.

Surveyor

GOVERNMENT OF HIS HIGHNESS THE MAHARAJA OF MYSORE

General and Revenue Secretariat,

No. L 7194-99 / DII 100-41-2 *Dated Bangalore,* 11th February 1942.

OFFICIAL MEMORANDUM

Government have observed instances, where Deputy Commissioners, as Presidents of the Managing Committees of Municipal High Schools, have been addressing Government direct on matters connected with the internal management of the said schools. This procedure is contrary to the instructions laid down by Government in their order No. L 3839-47/DI.47-38-PS dated 10th November 1938. The rules issued with this Government Order require that in all matters relating to the management of Municipal High Schools, reference should be made to the concerned Deputy Director of Public Instruction, in whose office only the necessary information would be available to enable the Director of Public Instruction to arrive at a decision, when the question goes before the latter Officer.

Government therefore direct that the rules of correspondence in the behalf should be strictly observed as laid down in the Government Order referred to above and that the Head Masters of the Municipal High Schools be suitably instructed to this end by the Presidents of the respective Managing Committees.

By Order,

for Secretary to Government
Law Department.

To--The Deputy Commissioners of Districts.

Tumkur 26

GOVERNMENT OF HIS HIGHNESS THE MAHARAJA OF MYSORE

PO-L7194-98

General and Revenue Secretariat,

Dated Bangalore, 11th February 1942.

MC 100-46-2

CIRCULAR / OFFICIAL MEMORANDUM

Government have observed instances, where Deputy Commissioners, as Presidents of the Managing Committees of Municipal High Schools, have been addressing Government direct on matters connected with the internal management of the said schools. This procedure is contrary to the instructions laid down by Government in their Order No.E.3530-47/ L.47-34-35 dated 18th November 1934. The Rules issued with this Government Order require that in all matters relating to the management of Municipal High Schools, reference should be made to the concerned Deputy Director of Public Instruction, in whose office only the necessary information would be available to enable the Director of Public Instruction to arrive at a decision, when the question goes before the latter officer.

Government therefore direct that the rules of correspondence in the behalf should be strictly observed as laid down in the Government Order referred to above and that the Head Masters of the Municipal High Schools be suitably instructed to this end by the Presidents of the respective Managing Committees.

By Order,

(Sd) H V Narayana Rao,

Secretary to Government
Law Department.

Memo No.L. L7199/MC

Dated, Bangalore, 11th February 1942.

Copy of the above is forwarded with compliments to the Deputy Commissioner, Hassan, with reference to his letter No A O R 42/39-40 dated 27th October 1941. As regards the specific points raised in the said letter, relating to the write off of the value of certain

unserviceable Scout materials and of 17 Library books, it is necessary that a complete report should be made regarding (1) the dates when the 17 books were issued to the pupils, (2) whether these pupils continued to attend the school after the books were issued to them and (3) for what length of time the pupils did so attend after the issue of books. The Committee of Management of the Municipal High School, Holenarsipur, may be instructed to draw up a report on the above lines and refer it in the first instance to the Deputy Director of Public Instruction, Mysore, together with the Issue Register of the Library Books for the period dealing with the 17 Books in question, so that the latter Officer might scrutinise and submit a report to the Director of Public Instruction in the matter along with the explanation of the Librarian showing why he considers he is not financially responsible for the loss of the books in question. In fact, the Head Master and the Managing Committee should have followed this procedure in the first instance only, agreeably to the provisions of the Government Order referred to in the circular memo Records accompany for necessary further action

By Order,

(Sd) H V Narayana Rao,

Secretary to Government
Law Department

Memo No L 7209/42

Dated, Bangalore, 11th February 1942

Copies of the foregoing are forwarded with compliments to the Director of Public Instruction, in Mysore, with reference to his Note No U O P S 35 of 41-42 dated 18th December 1941

By Order,

for Secretary to Government
Law Department